



Batford Nursery School & Day Care

BATFORD DAY CARE LTD FOOD AND DRINK POLICY, including MANAGING ALLERGIES

Version	1.0
Based on Model Policy	Not applicable
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Target audience:	All stakeholders

Version	Date	Notes
V1.0	June 2019	New policy format

Batford Nursery School and Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any staff member, pupil or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Nursery School and Day Care, Holcroft Road, Harpenden AL5 5BQ

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**Section 3 Statutory Framework for the EYFS
The Safeguarding and Welfare Requirements**

3.47 – *‘Where children are provided with meals, snacks and drinks, these must be healthy, balanced and nutritious. Before a child is admitted to the setting the provider must also obtain information about any special dietary requirements, preferences and food allergies that the child has and any special health requirements.’*

3.48 – *‘There must be an area which is adequately equipped to provide healthy meals, snacks and drinks for children as necessary. There must be suitable facilities for the hygienic preparation of food for children, if necessary including suitable sterilisation equipment for babies’ food. Providers must be confident that those responsible for preparing and handling food are competent to do so. In group provision, all staff involved in preparing and handling food must receive training in food hygiene.’*

PART ONE: CATERING

1. Introduction

Batford Day Care ensures that the welfare requirements of Food and Drink 3.47 Statutory Framework of the EYFS is adhered to at all times.

The principles and procedures of ‘Safer Food, Better Business’ (SFBB) will also be adhered to, ensuring that the environments where food is prepared or served at are kept clean and safe for children and staff.

Please also see Batford Day Care’s policies on:

- Health and Safety
- Hygiene and Cleanliness
- Healthy Eating and Food
- Bottles

2. The Nursery Environment

Main kitchen

A fully fitted commercial kitchen consisting of:

- 1 free standing oven and a gas oven and hob.
- 1 fridge, 2 freezers, and dry store cupboards for food storage.
- Stainless steel work preparation and service areas.
- 1 hand wash sink.
- A single sink and drainer for food preparation.
- A commercial dishwasher with double sink and rinse area.

The kitchen layout is designed to enable the cook and kitchen assistant to work in a safe environment specifically designed for the preparation and delivery of all meals and snacks. Meals are transferred to the nursery rooms using a trolley, with dirty dishes being returned to the main kitchen for cleaning. A daily cleaning schedule is in place.

External bin storage

Bins are contained in a secure fenced pen at the rear of the building and outdoor play area.

- Veolia UK (Bin collection Thursday) 0345 6060460
- Initial UK
 - HealthCare Services: (Clinical waste collection Tues) 0808 274 3150
 - Washroom Services: 0808 252 3657

Kitchenettes

Purpose built kitchenette areas are located in Robin room, Little Larks, Tiny Larks and the main staff room (Chaffinch) for staff and children to enjoy cooking/food activities. These areas consist of a sink and drainer, microwave, fridge, kettle and storage cupboards and are used as servery for breakfast, lunchtime meals and teas. Formula milk for babies is prepared in Tiny Larks kitchenette. Daily cleaning schedules are in place.

Staff Room

Provision for staff to use as a rest area during working hours. The kitchenette consists of a single sink unit and drainer, storage cupboards and work surface. A standard fridge, dishwasher, and microwave are provided for staff use.

3. Meal Provision

All meals and snacks are provided within the service offer to parents. Children who are in nursery before 8.20am may choose a breakfast from our breakfast menu. Our snack, lunch and tea menus follow a three-week rolling programme and are reviewed regularly. All food is freshly prepared and cooked daily on the premises ensuring that meals are nutritionally balanced for babies and children under 5.

Groceries are purchased via local wholesalers (see the kitchen's SFBB file for a list of current suppliers).

We are able to cater for alternative dietary requirements on request, with parents identifying a preference or need on application. We prepare pureed vegetables and fruit for lunch meals for babies where specified, although parents can provide a branded, unopened meal if they so wish that staff will reheat.

The nursery caters for children's specific dietary needs due to allergies or food intolerances, or because of religious, cultural or ethical reasons.

Staff are made aware of children's specialist requirements through individual care plans and other information provided by parents. A colour coding place mat system and picture name labels for the children who receive a specific meal alternative provides a visual reminder to all adults serving food.

4. Food Management

Managing allergies

We comply with the EU Food Information for Consumers which lists 14 allergens that need to be identified if used as ingredients in a dish. See Appendix.

To help manage the risks associated with food allergies or intolerance, the nursery has the following in place:

- Pre-entry information from parents
- Induction information from staff
- Parent/Chef meeting
- Food allergen risk assessment
- Written procedures for children with food related conditions

To ensure that we provide a safe environment for both children and adults who may have intolerances or allergies the following restrictions to foods apply:

- No nuts or nut-based products to be brought into the nursery – dried, in spreads or in cereal bars

Allergen information/restrictions will occasionally be updated or changed to reflect the needs of new children or adults joining the nursery.

5. Food monitoring systems

The *Safer Food, Better Business* (SFBB) file is completed by management and is located in the kitchen office.

Storage and disposal

All fridge temperatures are recorded and regularly monitored by the nursery cook or assistant throughout the day. If there is a concern that the equipment is malfunctioning it is reported to the manager or deputy who will investigate further and discard any high risk foods.

The temperatures of chilled food provided by our suppliers are recorded on arrival to ensure that they meet with regulation guidelines. The member of staff signing for deliveries will check the supplier temperature records and inform management of any discrepancies. Follow up actions may include retesting temperature or refusing the food delivery.

Milk is delivered to the nursery by our supplier;

Cool Milk A/C no: S1023980

Phone: 0800 612 9448

Milk is refrigerated and any damaged or opened cartons are discarded.

Refrigerated and frozen food is checked and rotated by the nursery cook or kitchen assistant. 'Use by' dates on other food stuffs are checked regularly and any items past their 'sell by' date are discarded, including jars or long life consumables. Food is labelled with 'use by' date once opened.

Nursery staff caring for children under 2 are responsible for monitoring 'use by' dates on products supplied by parents that are stored in the milk kitchenette, e.g. baby milk formula.

Staff are responsible for the safe storage of their own food brought into the nursery.

Staff training

The nursery cook and kitchen assistant both hold a Food Hygiene Certificate at level 3 and 2 respectively. Every employee who regularly prepares or serves food as part of their duties is required to take a food hygiene qualification and this is then renewed every three years. This will be identified during professional development review meetings.

Food preparation

All staff will have due regard to *Safer Food, Better Business* (SFBB) guidelines and will follow hygiene practices included within. The SFBB file is located in the main kitchen.

Staff will ensure hands are washed prior to food preparation, with any cuts or open wound suitably covered, wearing blue disposable gloves if necessary. Personal Protective Equipment is provided for use: uniforms and chef's aprons for kitchen staff, blue disposable aprons for nursery workers.

Staff preparing infant formula adhere to the NHS guidelines issued by the Department of Health, publication number 278959, *Bottle feeding*, and follow additional procedures outlined in the Batford Day Care's Bottle Policy.

All staff receive a copy of the personal hygiene policy, and sign a food handler's agreement as part of the nursery induction process.

Reheating of food

All meals are freshly prepared on site by our own chef. Very occasionally a meal may need to be re-heated if a child was not able to eat it during the set meal time. In these instances all steps will be taken to ensure that the food is re-heated safely and hygienically.

- Our kitchen is operated under and complies with the guidance of the Food Standard Agency. Completion of Safer Food Better Business is carried out as required

- Fridge temperature checks are undertaken every morning
- The pre-prepared meal will be stored in the fridge (below 5° c) until it is ready to be re-heated at lunch time
- The food probe must be cleaned before and after use, using the food probe wipes to prevent contamination
- The meal will be re-heated to above 70° c and stirred thoroughly before inserting the probe. The probe will be inserted into the meal for two minutes
- The microwaved meal must be allowed to stand during that time in order for the heat to distribute evenly throughout the food
- The meal will be transferred to a red dinner plate if the child suffers any food allergy and served to the child at the dining table as is the usual procedure at Batford Nursery School and Day Care. The child will also be provided with a red table mat detailing the child's name, photograph and allergies.
- The re-heated meal must be eaten within 20 minutes. Any leftover food must not be re-heated again and be disposed of as soon as the child has finished

Cleaning schedules

Cleaning schedules are located in the main kitchen, children and milk kitchenette and staff room. Individual staff sign off tasks when completed, with management signing off weekly sheets that are filed in the office. It is the responsibility of staff to highlight any problems or areas for concern to management either verbally or by written record.

The nursery deep cleaning schedule is arranged with the Nursery Site Manager; in addition, kitchen and nursery support staff will carry out one deep clean per term (three per year). Cleaning and hygiene supplies are checked daily; supplies are replenished and restocked when required.

The kitchen maintains a COSHH file for handling hazardous substances ; materials supplied and used by Haywards Cleaning Services staff are referenced in their separate COSHH file kept in the cleaning cupboard. The nursery does not expect staff to handle any substances that may be hazardous to health within daily cleaning regimes. Haywards Cleaning Services have direct line management of the cleaning team and are responsible for staff training and supervision.

Repairs and maintenance

Equipment and the environment is monitored using organisational health and safety checklists and risk assessment procedures. Any minor repairs and maintenance issues regarding the environment are highlighted and management forward any requests to the Site Manager. Faulty equipment is repaired or replaced

Pest control

The nursery has a weekly pest control schedule covering the external bin storage area. The maintenance records are located in the Environmental Check List in the SFBB file.

PART TWO: PROVISION OF FOOD AND DRINK

1. Policy statement

We are committed to providing children with a healthy and well balanced diet. All meals are prepared and served on site and where possible food is locally sourced. We will work in partnership with parents to ensure that dietary requirements of their children are met and promote the importance of healthy well balanced diet. A range of activities will be planned to enthuse and increase knowledge and understanding about food and how to lead a healthy lifestyle.

2. Aims

- To ensure that all children are safeguarded against possible allergic reactions
- To improve the health and fitness outcomes of the whole community by providing high quality information, advice and opportunities.
- To ensure that children have access to nutritious and tasty food and snacks and water is available throughout the day.
- We will ensure that the food and snacks we provide reflect the cultures of our families and meet medical and dietary requirements of the children.

3. Procedure

Parent Partnership

- Parents are required to provide information regarding special dietary requirements when their child first attends the Centre.
- Parents are required to make an appointment with our chef and room leaders and complete the Dietary Requirements Record form to detail any allergies or special dietary requirements their child may have
- Parents are responsible for updating staff of any changes to dietary requirements
- Menus are displayed in the room and emailed to parents alongside newsletters
- Vegetarian and vegan menus are available. We understand that young children are being introduced to new textures and flavours and we will work in partnership with parents to encourage them to try new foods and drinks. If a child is suffering a particular anxiety over mealtimes, they will not be forced to remain at the table and, if need be, they will be offered an alternative option to eat
- At special events and occasions, after permission has been gained from parents and carers, the setting will allow children to eat treats such as sweets or biscuits,.

Food Handling and Preparation

Any staff and adults involved in the preparation of food are expected to follow stringent health and hygiene instructions including:

- Washing hands with soap and water before touching and preparing food
- Covering all skin blemishes, cuts and open wounds with blue plasters.

- Washing and drying hands after going to the toilet.
- Only using equipment provided by the setting to prepare food.
- Wiping all surfaces with a clean cloth and antibacterial spray.
- Following careful instructions when using knives or sharp equipment.
- Ensuring food is stored and cooked according to current legislation.

Serving Meals

- Information regarding individual dietary needs is displayed in the main kitchen and nursery rooms
- Children will be provided with a red individual place mat and plate indicating dietary requirements
- Staff will include children in the preparation of snacks and at meal times, enabling them to develop independence through making choices, serving each other and feeding themselves
- Mealtimes are an important aspect of developing social skills and therefore all opportunities will be taken to model good table manners and social conversations with children
- Staff will provide children with fresh drinking water at all times
- A three-week rolling menu of healthy meals and snacks are provided for all children throughout the day. All meals and snacks for children in the 0-3s unit will be served in their rooms in order to create a homely environment for them
- Staff will attend food hygiene/preparation training every three years
- Members of staff and visitors to the setting have access to drinking water at all times.

Celebrations and special occasions

Food and drink often play an important role at special occasions and events. These occasions are also useful to provide opportunities for children to learn about food and drink from different religions and cultures. Where relevant, we will promote these throughout Batford Nursery School and Day Care.

Cooking with Children

- Cooking with children is an enjoyable activity and an effective way to encourage all children to try and eat a wide range of foods and to learn about healthy ways of living. Staff will check all children's allergies when planning a cooking activity. Where possible dairy or gluten free products will be used
- Staff will complete an allergen tick list covering the 14 main allergens prior to starting the activity
- Staff and children will adhere to food hygiene guidelines when handling and preparing food

Appendix: List of 14 Allergens

Food ingredients that must be declared as allergens in the EU

1. **Cereals containing gluten**, namely: wheat (such as spelt and khorasan wheat), rye, barley, oats or their hybridised strains, and products thereof, except:
 - (a) wheat based glucose syrups including dextrose
 - (b) wheat based maltodextrins
 - (c) glucose syrups based on barley
 - (d) cereals used for making alcoholic distillates including ethyl alcohol of agricultural origin
2. **Crustaceans** and products thereof
3. **Eggs** and products thereof
4. **Fish** and products thereof, except:
 - (a) fish gelatine used as carrier for vitamin or carotenoid preparations
 - (b) fish gelatine or Isinglass used as fining agent in beer and wine
5. **Peanuts** and products thereof
6. **Soybeans** and products thereof, except:
 - (a) fully refined soybean oil and fat
 - (b) natural mixed tocopherols (E306), natural D-alpha tocopherol, natural D-alpha tocopherol acetate, and natural D-alpha tocopherol succinate from soybean sources
 - (c) vegetable oils derived phytosterols and phytosterol esters from soybean sources
 - (d) plant stanol ester produced from vegetable oil sterols from soybean sources
7. **Milk** and products thereof (including lactose), except:
 - (a) whey used for making alcoholic distillates including ethyl alcohol of agricultural origin
 - (b) lactitol
8. **Nuts**, namely: almonds (*Amygdalus communis* L.), hazelnuts (*Corylus avellana*), walnuts (*Juglans regia*), cashews (*Anacardium occidentale*), pecan nuts (*Carya illinoensis* (Wangenh.) K. Koch), Brazil nuts (*Bertholletia excelsa*), pistachio nuts (*Pistacia vera*), macadamia or Queensland nuts (*Macadamia ternifolia*), and products thereof, except for nuts used for making alcoholic distillates including ethyl alcohol of agricultural origin
9. **Celery** and products thereof
10. **Mustard** and products thereof
11. **Sesame seeds** and products thereof
12. **Sulphur dioxide and sulphites** at concentrations of more than 10 mg/kg or 10 mg/litre in terms of the total SO₂ which are to be calculated for products as proposed ready for consumption or as reconstituted according to the instructions of the manufacturers
13. **Lupin** and products thereof
14. **Molluscs** and products thereof